

Internship Opportunity with My Career

My Career is looking to engage an intern with a three months probation period, with a possibility to extend it to a year if evaluation of the performance is satisfactory. My Career is a spin off organization of USAID Competitiveness Project which works in the area of internship placement and career counseling.

Specific tasks to be carried by the intern:

- Work on the technical development of new functionalities of the portal,
- Assist the Chief Technical officer in regular up-date and maintenance of the portal,
- Translate and edit information from Macedonian/English into Albanian that need to be uploaded on the portal,
- Participate in the weekly staff meeting of My Career team.

Qualifications & Skills:

- Education: BSc or MSc (last year of studies or completed) in computer science, informatics, e-business, business informatics.
- Strong computer skills: i.e. Knowledge of advanced data management applications, graphics design and web application programming (ASP.NET, MySQL and C#). Standard word processing and text and spreadsheet applications are a requirement.
- Proficiency of English/Macedonian/Albanian language is a MUST,
- Very good organizational, analytical, interpersonal, communication and drafting capacities;
- Experience in working with an international organization would be an advantage;
- The applicant should be well motivated and prepared to work as part of a team in a challenging environment.

How to apply:

A detailed CV in English + Cover Letter should be submitted by e-mail only to cv@mojakariera.com.mk

Please send your application no later than Friday September 23rd, 2011 COB. When sending the applications please refer for which position you are applying for.

Only short-listed candidates will be invited for an interview.